

NEC MINUTES

**National Executive Committee
Meeting Minutes
29-30 April 2011**



Chicago IL
(As of April 12, 2011)

National Executive Committee Meeting Minutes
29-30 April 2011
Chicago IL

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OPEN SESSION

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ATTEST:



Barry S. Herrin
Colonel, CAP
National Legal Officer

OFFICIAL:



Charles L. Carr, Jr.
Major General, CAP
National Commander

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OPEN SESSION

CALL TO ORDER Maj Gen Amy S. Courter, CAP
INVOCATION..... Ch, Col Whitson B. Woodard, CAP
PLEDGE OF ALLEGIANCE Col Russell E. Chazell, CAP
ROLL CALL Mr. Don R. Rowland, HQ CAP/EX
SAFETY BRIEFING Col Bob Diduch, CAP

NATIONAL COMMANDER REMARKS..... Maj Gen Amy S. Courter, CAP
EXECUTIVE DIRECTOR REMARKS..... Mr. Don R. Rowland, HQ CAP/EX
CAP-USAF COMMANDER REMARKS..... Col William R. Ward, USAF

NATIONAL EXECUTIVE COMMITTEE

Maj Gen Amy S. Courter, CAP National Commander
Brig Gen Charles L. Carr, Jr., CAP National Vice Commander
Col Russell E. Chazell, CAP National Chief of Staff
Col C. Warren Vest, CAP National Finance Officer
Col Barry S. Herrin, CAP National Legal Officer
Col William S. Charles, II, CAP National Controller
Col Christopher J. Hayden, CAP Northeast Region Commander
Col Joseph R. Vazquez, CAP Middle East Region Commander
Col Robert M. Karton, CAP Great Lakes Region Commander
Col James M. Rushing, CAP Southeast Region Commander
Col Sean P. Fagan, CAP North Central Region Commander
Col Joseph C. Jensen, CAP Southwest Region Commander
Col Donald G. Cortum, CAP Rocky Mountain Region Commander
Col Larry F. Myrick, CAP Pacific Region Commander

Non-voting members:

Col William R. Ward, USAF CAP-USAF Commander
Col Merle V. Starr, CAP CAP Inspector General
Ch, Col Whitson B. Woodard, CAP Chief of Chaplain Corps

CORPORATE TEAM

Mr. Don Rowland	Executive Director
Mr. John Salvador	Assistant Executive Director
Mr. Johnny Dean	Director, Operations
Mr. John Desmarais	Deputy Director, Operations
Ms. Susan Easter	Chief Financial Officer
Mr. Larry Kauffman	Assistant to Executive Director for Fleet Management
Mr. James Mallett	Director, Educational Programs
Mr. Rafael Robles	General Counsel
Mr. Gary Schneider	Director, Logistics & Mission Resources

AGENDA ITEM - 1

Action

**SUBJECT: Advisor / Committee Reports
CAP/CS – Col Chazell**

Perfunctory Reports:

Perfunctory Reports:

1. (Staff) CAP National Safety Officer – Col Diduch

Report was included in CC remarks.

2. (Executive) Finance Committee – Col Vest
See below for complete Finance Committee report and action.

3. (Executive) Chaplain – Ch, Col Woodard

A verbal report was given.

4. (Executive) National Legal Officer – Col Herrin

A verbal report was given

5. (Executive) National Inspector General – Col Starr

There was no report.

6. (Executive) National Controller – Col Charles

There was no report.

7. (Advisor) Senior Advisor, Support – Col Guimond

COL GUIMOND presented a slide briefing and noted that some of the material had already been covered in CC remarks.

8. (Advisor) Senior Advisor, Operations – Col Murrell

COL MURRELL presented a slide briefing.

Additional Reports:

9. (Advisor) National Advisory Council – Brig Gen du Pont

There was no report.

10. (Advisor) National Cadet Advisory Council – c/Col Coogan

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CADET/COL COOGAN presented a slide briefing.

11. (Staff) Historian – Col Blascovich

A verbal report was given by Col Chazell/CS

12. (Staff) National Medical Officer – Col McLaughlin

There was no report.

13. (Committee) Hall of Honor – Maj Gen Wheless

There was no report.

14. (Committee) Constitution and Bylaws – Col Herrin

There was no report.

15. (Committee) Public Trust – Col Kavich

There was no report

16. (Committee) Governance – Col Verrett

COL CHAZELL/CS, on behalf of the Governance Committee, at the request of Col Verrett, gave a status update regarding the comments received from the committee recommendations that were reported to the National Board. Twenty-three wing commanders in seven of the eight regions responded. Also there were comments from one region commander. There are three NEC members who sit on the committee; therefore they endorsed the recommendations. Of the remaining NEC members, only one made any comments. There were comments from one other interested party not on the NEC or National Board. The committee expected to receive more comments. The 6-week time limit to respond has expired, but if others still wish to respond, it was suggested that they be sent in and it would be up to the committee to determine if additional comments would be considered.

BRIG GEN CARR/CV presented a briefing on the status of the VSAF (Volunteer Service to the Air Force) Program.

BRIG GEN CARR/CV presented a briefing on the status of the CAP NCO Program, and expressed appreciation to Col Gloyd/CAP-USAF/CV for his support in this effort.

Finance Committee Report and Action

COL VEST/NFO presented the NEC Financial Committee Report with committee recommended actions. The following NEC actions were taken:

a. **FY12 Corporate Financial Plan**

COL VEST, CHAIRMAN OF THE FINANCE COMMITTEE, MOVED that the NEC endorse the FY12 Corporate Financial Plan, as presented, and forward to the Board of Governors for approval.

THE MOTION CARRIED

FOLLOW-ON ACTION: Inclusion in the June 2011 BoG agenda.

b. **FY11 & FY12 Unfunded Proposal**

COL VEST, CHAIRMAN OF THE FINANCE COMMITTEE, MOVED that the NEC review in full session the possible modification to the Cadet Accident insurance program and the unfunded nature of that program and make a determination of how to move forward on this issue.

THE MOTION CARRIED

FOLLOW-ON ACTION: Include in Saturday's agenda.

NOTE: This item was not brought back up in Open Session.

c. **Cadet Uniforms**

COL VEST, CHAIRMAN OF THE FINANCE COMMITTEE, MOVED that the NEC approve the appointment of a special uniform committee to review the cadet uniform policy.

THE MOTION CARRIED

FOLLOW-ON ACTION: The naming of a special uniform committee to perform a program review to improve and enhance the program and consider ways to use the uniform as an incentive to encourage cadets to remain in the program.

The Cadet Program Review Committee was named: Curt LaFond/NHQ/CP, NCAC representative, CAP-USAF representative, Col Treadwell/Cadet Programs Advisor, Finance Committee representative--Col Vest.

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d. (1) Vanguard Training Center Funds (Hawk Mountain)

COL VEST, CHAIRMAN OF THE FINANCE COMMITTEE, MOVED that the NEC approve Hawk Mountain receiving Vanguard Region Training Center funds in the amount of \$75,000 for the purpose of kitchen and dining facilities upgrade.

THE MOTION CARRIED

FOLLOW-ON ACTION: Disbursement of funds to Hawk Mountain.

LATER IN THE MEETING, WITH NO OBJECTION, THE FOLLOWING NEW BUSINESS WAS INTRODUCED UNDER THE FINANCE COMMITTEE REPORT:

d. (2) Vanguard Training Center Funds (Winch for PCR Glider Program)

COL MYRICK/PCR stated that California Wing wants to enhance its glide program in order to move it around the region. A previously used winch is broken and no longer serviceable. A new winch will cost \$56,750.00. California Wing proposes to use \$40,000 of its money toward the purchase of a new winch and needs help from the Vanguard Account.

COL MYRICK/PCR MOVED and COL VEST/NFO seconded that the NEC approve the expenditure of \$26,000 from the Vanguard Account toward the purchase of a new winch for PCR glider program.

There were suggestions that the purchase of a winch should be reimbursable from the Air Force, and COL GUIMOND highly recommended the inclusion of at least two winches in the unfunded portion of the Appropriated Budget, as a test program to convince the Air Force that we should further consider purchasing at least one winch per region for the Region Centers of Excellence.

THE MOTION CARRIED

FOLLOW-ON ACTION: (1) Purchase of winch for PCR Region using combination of funds--\$40,000 from California Wing and \$26,000 from the Vanguard Account. (2) Look into including two winches in the unfunded portion of the Appropriated Budget, with a plan, if proven beneficial, to purchase from appropriated funds one winch for each region.

e. Restricted Counter Drug Funds

COL VEST, CHAIRMAN OF THE FINANCE COMMITTEE, MOVED that the NEC approve the that the remaining CD balances, as reported, be drafted back by NHQ to be utilized by the end of FY11 as CD mission funding by those units who have accumulated the funds.

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COL VEST MOVED TO AMEND and COL FAGAN/NCR seconded the amendment to delete the words “by the end of FY11” from the motion.

THE MOTION TO AMEND CARRIED

THE AMENDED MOTION READS: “That the NEC approve that the remaining CD balances, as reported, be drafted back to NHQ to be utilized as CD mission funding by those units who have accumulated the funds.”

THE AMENDED MOTION CARRIED

There was note that CAP made the restriction stipulation; it was not an Air Force or Appropriated stipulation; it was the way that CAP chose to do that. So, it is within CAP’s right, power, authority, and responsibility to make the adjustments so that money can be utilized.

FOLLOW-ON ACTION: FM staff action to draft back the funds.

f. Aircraft Maintenance Balances

COL VEST, CHAIRMAN OF THE FINANCE COMMITTEE, MOVED that the NEC approve a proposal that all wings which still owe consolidated maintenance balances to NHQ or are currently making payments toward their consolidated maintenance balance have the sum balance forgiven and all consolidated maintenance balance debt be written off.

COL CHAZELL/CS MOVED TO SUBSTITUTE that the NEC allow all wings that still owe consolidated maintenance balances to NHQ or who are currently making payments toward their consolidated maintenance balance have the sum balance forgiven and all wings that have already paid be reimbursed the amount that they paid and have the entire amount written off.

THE MOTION FAILED DUE TO LACK OF A SECOND

COL HERRIN/NLO MOVED TO SUBSTITUTE and COL CORTUM/RMR seconded that the NEC approve (1) that the North Central Region be refunded the amount paid for IA Wing’s consolidated maintenance balance, and (2) a 50 percent write off of all wing amounts outstanding and/or currently being paid, recognizing that IA Wing would be put back on the list; all remaining balances would require a payment plan.

THE NEC VOTED TO ACCEPT THE SUBSTITUTE MOTION

THE NEC VOTED NOT TO SEVER THE TWO PARTS OF THE SUBSTITUTE MOTION

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COL VEST/NFO MOVED TO AMEND and COL CORTUM/RMR seconded the amendment that in Item 2, the 50 percent write off be change to 100 percent.

THE MOTION TO AMEND CARRIED

COL HERRIN/NLO MOVED TO SEVER and COL VEST/NFO seconded the motion to sever the two parts.

THE MOTION TO SEVER DID NOT PASS

THE AMENDED MOTION DID NOT PASS

NOTE: COL VEST'S COMMENT ON SATURDAY MORNING: "This morning, the Finance Committee by unanimous consent accepted the AR Wing maintenance payback of all those monies owed that was left as a loose end after yesterday's action."

LATER IN THE MEETING, COL MYRICK/PCR MOVED TO RECONSIDER the vote on the motion and COL CORTUM/RMR seconded reconsideration of the Aircraft Maintenance Balance proposal.

MOTION TO RECONSIDER CARRIED

COL RUSHING/SER MOVED and COL CORTUM/RMR seconded that the NEC approve (1) that NCR will be refunded the amount paid for IA, and (2) a 50 percent write off of all amounts outstanding and/or currently being paid; all remaining balances would require a repayment plan.

THE MOTION CARRIED

FOLLOW-ON ACTION: NHQ staff action: (1) Refund NCR for amount paid for IA Wg ACMX balance, and (2) adjust outstanding/remaining balances (including IA Wg) due with revised repayment plans.

g. Membership Dues

COL VEST, CHAIRMAN OF THE FINANCE COMMITTEE, MOVED that the NEC approve that dues payments that exceed the proper dues amount by less than \$15.00 be recorded as contributions and that members be notified of the policy.

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 39-2, Civil Air Patrol Membership

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h. NHQ-funded Internal Services for Units

COL VEST, CHAIRMAN OF THE FINANCE COMMITTEE, MOVED that the NEC approve the cancellation of the Internet services reimbursement program, effective 1 October 2011, and application of funds to be directed to training or other programs.

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to appropriate CAP Regulations.

i. Document Scanning

COL VEST, CHAIRMAN OF THE FINANCE COMMITTEE, MOVED that the NEC approve that all wings implement SmartVault by 1 September 2011.

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to appropriate CAP Regulations.

j. FY11 Missions / Exercises

COL VEST, CHAIRMAN OF THE FINANCE COMMITTEE, MOVED that the NEC authorize NHQ an early recovery of unobligated funds for FY-11 in WMIRS by 1 August 2011.

COL CHAZELL/CS MOVED TO AMEND and COL RUSHING/SER seconded an amendment to change the word “by” to the words “on or after.”

THE AMENDMENT CARRIED

THE AMENDED MOTION READS: “That the NEC authorizes NHQ an early recovery of unobligated funds for FY-11 in WMIRS on or after 1 August 2011.

THE AMENDED MOTION CARRIED

FOLLOW-ON ACTION: Implementation of policy and notification to the field.

Following the action items, COL VEST also briefed informational items including the naming of a new Investment Manager, which was approved by the Board of Governors in December 2010, and the ensuing transfer of funds to the new manager and reinvestment of the funds. He also noted several issues that need command emphasis.

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FOLLOW-ON ACTION: The entire Finance Committee slide briefing will be sent to NEC members, for follow-up and action, as required.

MAJ GEN COURTER expressed appreciation to the finance team for their efforts in getting this information out early for the benefit of the National Commander and the Finance Committee.

AGENDA ITEM - 2

EX
Minutes

Action

SUBJECT: Approval of October 2010 NEC Minutes
CAP/CS – Col Chazell

Author: None

INFORMATION BACKGROUND:

The minutes of the October 2010 National Executive Committee meeting were distributed in draft form. This allowed the National Executive Committee members a chance to review the minutes for any discrepancies.

The October 2010 NEC Minutes are included in your material.

PROPOSED NEC ACTION:

That the National Executive Committee approve the October 2010 NEC minutes.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NEC ACTION:

COL CHAZELL/CS MOVED and BRIG GEN CARR/CV seconded that the National Executive Committee approve the October 2010 NEC minutes, as presented.

THE MOTION CARRIED with one abstention—Col Fagan/NCR was not at the meeting.

FOLLOW-ON ACTION: Remove the word “DRAFT” from the October 2010 NEC Minutes.

AGENDA ITEM – 3

EX

Action

NEC Meeting Dates

**SUBJECT: CY2012 NEC Meeting Dates
CAP/CS – Col Chazell**

Author: Mr. Rowland

INFORMATION BACKGROUND:

The fall 2011 NEC dates are 4-5 November at Maxwell AFB. For calendar year 2012, the winter meeting of the National Board will be 1-4 March in Washington DC. The 2012 Annual Conference will be 22-25 August in Baltimore MD.

For the NEC meetings in calendar year 2012, the proposed dates are:

<u>Event</u>	<u>Date</u>	<u>Location</u>
Spring NEC Meeting	4-5 May 2012	TBD
Fall NEC Meeting	2-3 November 2012	TBD

PROPOSED NEC ACTION:

That the National Executive Committee approve the proposed NEC dates for CY2012.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NEC ACTION:

COL CHAZELL/CS MOVED and COL VAZQUEZ/MER seconded the PROPOSED NEC ACTION.

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COL KARTON/GLR MOVED TO AMEND and COL HERRIN/NLO seconded that the dates for the fall NEC meeting be changed from 2-3 Nov to 9-10 Nov.

THE MOTION TO AMEND DID NOT PASS

THE MOTION CARRIED

FOLLOW-ON ACTION: Include in Calendar of Events

AGENDA ITEM – 4

DP

Action

Personnel

**SUBJECT: Meet the Candidates
CAP/NLO – Col Herrin**

Author: Col Herrin

INFORMATION BACKGROUND:

The Civil Air Patrol Constitution and By Laws provides that candidates for National Commander and National Vice Commander shall file a request for consideration with the office of the Executive Director outlining a summary of their experience, qualifications, platforms, and proposals if elected no later than 90 days prior to the National Board meeting for which the election is to be held. The Executive Director will immediately mail a copy of the candidate's requests to all National Board members. This process ensures that all qualified candidates have the opportunity to address National Board members. What is missing is a structured format that allows National Board members the opportunity to meet candidates for National Commander and National Vice Commander prior to the election. At the Summer 2009 and 2010 National Board meetings the National Commander hosted a forum called "Meet the Candidates" in which the candidates for National Vice Commander were posed a series of questions in front of National Board members prior to the board meeting in an informal setting. This gave the National Board members greater insight into the qualifications of the candidates. The feedback after these forums was that this method is valuable and should be permanent.

PROPOSED NEC ACTION:

That the National Executive Committee approve that the day before a National Board meeting in which the National Board is scheduled to elect a National Commander and/or National Vice Commander that a "Meet the Candidates" forum be held for all National Board members. That this session is to be moderated by the National Legal Officer or his designee. That the moderator be allowed to solicit questions prior to the session from a wide variety of sources and that all candidates for National Commander and National Vice Commander shall be invited to attend.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur with a forum being held before the National Board meeting. On a short term basis, we suggest the NEC approve incorporating the proposed instructions and guidelines provided by the NLO to the candidates in 2010 (please see attachments of last year's correspondence). We also suggest a regulation be developed providing detailed election information on pre- election activities and the election process.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

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ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NEC ACTION:

COL HERRIN/NLO MOVED and COL CHAZELL/CS seconded the PROPOSED NEC ACTION, with the following additions: (1) Incorporate the proposed instructions and guidelines provided to the candidates in 2010, and (2) that a regulation be developed to formalize the election process for the National Commander and the National Vice Commander.

MAJ GEN COURTER/CC MOVED TO AMEND and COL HERRIN/NLO seconded that paragraph four of the proposed instructions and guidelines be changed to read:

Paragraph 3 & 4 together

Each candidate in order is allowed 10 minutes to speak. Presentations may or may not include exhibits, displays or electronic aids, but may not include comments by anyone other than the candidate.

After all candidates have spoken, there will be a five minute period for each candidate, in the same order of speaking, to answer questions of the National Board members and hear brief comments of Board members given the privilege of endorsing the candidate. Comments should be brief, orderly and not exceeding 30 seconds. Each candidate is allotted five minutes total time for questions/comments.

THE AMENDMENT PASSED

THE AMENDED MOTION PASSED

THE AMENDED MOTION READS AS FOLLOWS:

“That the National Executive Committee approve the following policy: (1) the day before a National Board meeting in which the National Board is scheduled to select a National Commander and/or National Vice Commander, a ‘Meet the Candidates’ forum will be held for all National Board members; this session is to be moderated by the National Legal Officer or his designee, and the moderator will solicit questions prior to the session from a wide variety of sources, including the National Board members present at the forum; and that all candidates for National Commander and National Vice Commander shall be invited to attend; and (2) that the instructions and guidelines provided by the NLO to the candidates in 2010 (as amended) be utilized to develop a regulation formalizing the election process for the National Commander and National Vice Commander.”

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FOLLOW-ON ACTION: Implementation of policy, notification to the field, and development of regulation (using the NLO instructions and guidelines, as amended, to formalize the election process for the National Commander and National Vice Commander.

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Election of the CAP Commander or Vice Commander:

The National Legal Officer, serving as Secretary of the Corporation, announces the names of those who have filed for the office. The Secretary declares the floor open for nominations from the floor, which require a second. The Secretary closes the nominations.

Slips of paper with numbers 1 thru the total number of candidates will be placed in a container and the candidates will each draw one slip, thus designating the order in which the candidates speak.

Each candidate in order is allowed 10 minutes to speak. Presentations may or may not include exhibits, displays or electronic aids, but may not include comments by anyone other than the candidate.

After all candidates have spoken, there will be a five minute period for each candidate, in the same order of speaking, to answer questions of the National Board members and hear brief comments of Board members given the privilege of endorsing the candidate. Comments should be brief, orderly and not exceeding 30 seconds. Each candidate is allotted five minutes total time for questions/comments.

Voting by written, secret ballot then takes place. Two members of CAP who are neither current members of the National Board nor candidates for the office shall collect the ballots. Two former members of the National Executive Committee and /or National Board who are neither current members of the National Board nor candidates for Commander shall tabulate the ballots and report the result to the National Legal Officer.

When there are more than 2 nominees, the nominee receiving the lowest number of votes shall be dropped from the next ballot until there are only two nominees.

Whenever any nominee receives a majority of the votes, that nominee is elected.

AGENDA ITEM – 5

ED
Cadet Programs

Action

SUBJECT: RCLS/COS Equivalency for the Eaker Award

Author: Col Chazell

CAP/CS – Col Chazell

INFORMATION BACKGROUND:

CAPR 52-16 (1 Feb 2011), *Cadet Program Management*, paragraph 5-12(g)(2) requires cadets to complete either Region Cadet Leadership School (RCLS) or Cadet Officer School (COS) in order to qualify for the General Ira C. Eaker Award. Completion of these in-residence schools has not always been the only way to complete the “leadership academy” requirement of the Eaker Award. Previously, cadets could complete the *CAP Senior Officer* correspondence course managed by AFIADL (aka ECI-13). See CAPR 52-16 (1 Apr 2003), paragraph 2-9(d) (1).

The advent of the new CAP Officer Basic Course and the subsequent elimination of ECI-13 provided the basis for removing the “correspondence course” option from cadets striving for the Eaker Award. While the new CAP Officer Basic Course is not a suitable equivalency, the lack of such an option effectively prevents cadets who cannot financially afford RCLS or COS, who cannot take the time away from home to attend in-residence, or who are not selected for RCLS or COS from earning the prestigious Eaker Award. Further, without the Eaker Award, those cadets cannot possibly earn the General Carl A. Spaatz Award.

The “correspondence course” option should be reinstated.

PROPOSED NEC ACTION:

That the National Executive Committee direct the National Staff and NHQ cadet programs teams to develop a “correspondence course” option to serve as an equivalency to RCLS and COS for cadets striving to earn the General Ira C. Eaker Award; and, that such an option be ready for cadet use no later than 1 October 2011.

ESTIMATED FUNDING IMPACT:

Unknown.

CAP NATIONAL HEADQUARTERS’ COMMENTS:

NHQ supports the concept of a distance learning substitute for RCLS, but cannot accommodate the completion date specified in the agenda item. A distance learning option for RCLS cannot be completed earlier than 2012, unless we delay completion of the *Learn to Lead* curriculum for Phase III and IV cadets which we have promised to be completed by 31 Dec, 2011.

For whatever reason, RCLS has not had a formal curriculum for nearly 20 years. Recognizing this as a core problem in the cadet program, the NHQ staff and the NCAC have worked together over the past few months to create a basic RCLS curriculum

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framework. RCLS interim guidance will be ready soon. After some basic guidance is published, our plan then is to finish development of the *Learn to Lead* volumes for Phase III and IV cadets by 31 Dec, 2011. When completed, those texts will provide a foundation for a comprehensive RCLS curriculum. Once that curriculum is ready, we'll be in a position to create a distance learning equivalent for RCLS in 2012.

Finally, the lack of a RCLS distance education option seems to be impacting very, very few cadets. Two percent of cadets earn the Eaker Award. Of those that earn it, fewer than 2% followed the previously available, but now defunct, AFIADL-13 correspondence course which served as an RCLS equivalency.

CAP-USAF HEADQUARTERS' COMMENTS:

CAP-USAF fully supports efforts to promote cadet education and leadership development.

ADVISOR / NATIONAL STAFF COMMENTS:

NLO – Why not allow the cadet to take the Basic Officer Course online?

Senior Advisor Support – Recommend, for the reasons outlined in the NHQ comments, that this Agenda Item be tabled until the Spring 2012 NEC Meeting at which time the comprehensive RCLS curriculum will be complete, and the NHQ and volunteer staff can make better recommendations regarding a distance learning alternative.

REGULATIONS AND FORMS AFFECTED:

CAPR 52-16, *Cadet Program Management*

NEC ACTION:

COL CHAZELL/CS MOVED and COL CORTUM/MER seconded the PROPOSED NEC ACTION.

COL MYRICK/PCR MOVED TO POSTPONE and BRIG GEN CARR/CV seconded that this item be postponed until the spring NEC 2012 meeting.

MOTION TO POSTPONE CARRIED

LATER IN THE MEETING, **COL CHAZELL/CS MOVED TO RECONSIDER the vote on the motion and COL CORTUM/RMR seconded** the reconsideration of postponing this agenda item until the spring 2010 NEC meeting.

THE MOTION TO RECONSIDER CARRIED

BY REQUEST, MR. MALLET/NHQ/EP briefed a suggestion to meet the requirements of the original motion and to address the concerns raised by the body on Friday. He recommended that his directorate load ECI 13 (the courses now belong to CAP) into its

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server that was recently purchased for educational purposes and administer the course from the headquarters, including testing.

COL CHAZELL/CS MOVED and BRIG GEN CARR/CV seconded that the NEC approve that ECI 13 be allowed as an RCLS/COS equivalent for cadets needing RCLS/COS for the Eaker Award upon wing commander approval on a case-by-case basis and administered by National Headquarters.

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to appropriate CAP Regulation.

AGENDA ITEM – 6

PA
Public Affairs

Action

SUBJECT: Col Robert (Bud) V. Payton National PAO of the Year Award
Author: Col Guimond CAP/CS – Col Chazell

INFORMATION BACKGROUND:

CAPR 190-1 limits eligibility for the Col Robert (Bud) V. Payton National PAO of the Year Award to wing PAOs; however, there are many outstanding PAOs at the unit and group level who are also deserving of national recognition and should be permitted to compete for the award. Opening up the nomination process to allow outstanding PAOs nationwide is consistent with the way all other CAP national awards competitions, with the exception of the Chaplain awards, are handled.

PROPOSED NEC ACTION:

That the National Executive Committee approve changing CAPR 190-1 to allow PAOs at all levels to compete for the Payton Award starting in 2012.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Senior Advisor Support is the author and fully supports this item.

REGULATIONS AND FORMS AFFECTED:

CAPR 190-1, *Civil Air Patrol Public Affairs Program*

NEC ACTION:

COL CHAZELL/CS MOVED and COL VAZQUEZ/MER seconded the PROPOSED NEC ACTION.

THE MOTION CARRIED

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FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 39-3, Award of CAP Medals, Ribbons, and Certificates, and CAPR 190-1, Civil Air Patrol Public Affairs Program.

AGENDA ITEM – 7

PA
Public Affairs

Action

SUBJECT: Civil Air Patrol Public Affairs Awards Program

Author: Ms. DeBardelaben

CAP/CS – Col Chazell

INFORMATION BACKGROUND:

Since 2007 Civil Air Patrol has recognized individual excellence in the Public Affairs Program with the Maj Howell Balsem Exceptional Achievement Awards. These awards were created by NHQ/PA in concert with a committee of CAP Public Affairs Officers, and they were initially awarded during the inaugural PAO Academy held in Atlanta in 2007.

The awards are named in honor of the Air Force major considered by Civil Air Patrol's historians to have been the first Public Affairs officer to serve CAP at the national level in the 1950s. The awards are designed to recognize excellence in ten areas of the CAP Public Affairs Program.

The Balsem Awards differ from CAP's "of the year" recognitions in that they recognize excellence in specific areas of the Public Affairs Program rather than overall excellence as recognized with the Col Robert (Bud) V. Payton National PAO of the Year Award.

There are awards competitions at the local, regional and national levels that recognize exceptional achievement in the many areas in which PAOs must maintain expertise in order to be effective. These include military and private sector organizations that have a public relations component, such as the Public Relations Society of America, International Association of Business Communicators, U.S. Air Force and Coast Guard Auxiliary.

It is also common practice in these competitions that they are judged by outside experts. The requested NEC action reflects this with the addition of oversight by a committee led by the National Public Affairs Team Leader and the Deputy Director, Public Affairs.

PROPOSED NEC ACTION:

That the National Executive Committee authorize implementation of the Maj Howell Balsem Exceptional Achievement Awards as follows:

The Maj Howell Balsem Exceptional Achievement Awards recognize excellence in ten major categories of the CAP Public Affairs Program as listed below:

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Major Category	Sub categories
Writing for Media	<ul style="list-style-type: none"> • News release used by CAP Volunteer or capvolunteernow.com • News release used by a newspaper, magazine or newsletter • News release used by a TV or radio station • News release used by a military publication • News release used by a website
Brochure/Poster/Flyer	<ul style="list-style-type: none"> • Black and white brochure • Black and white poster • Black and white flyer • Color brochure • Color poster • Color flyer
Newsletters	
Slide/PowerPoint Presentations	
Website	<ul style="list-style-type: none"> • External • Internal • Online Media
Photography	<ul style="list-style-type: none"> • Image used by newspaper/wire service/magazine (more than 100,000 circulation) • Image used by newspaper/magazine (less than 100,000 circulation) • Image used by weekly newspaper • Image used in a CAP publication or website • Image published on an external website
Media Coverage of CAP	<ul style="list-style-type: none"> • Article used by newspaper/wire service/magazine (more than 100,000 circulation) • Article used by newspaper/magazine (less than 100,000 circulation) • Article used by weekly newspaper • Podcast • Video
Event Promotion/Crisis Management	<ul style="list-style-type: none"> • Special program in which PAO played a leadership role • Assistance provided to commander in addressing an issue or crisis • Preparation of a PA plan/program that addresses a crisis
Social Media	<ul style="list-style-type: none"> • Facebook • Twitter • YouTube • Other
"Best in Show"	An entry that in the opinion of the judges clearly exemplifies an outstanding public affairs effort and should be considered by CAP's PAOs as a best practice

The Balsem Awards are judged by a panel of public relations practitioners with expertise in the various categories who are not associated with Civil Air Patrol.

The awards program is administered by a committee of PAOs headed by the National Public Affairs Team Leader and the NHQ Deputy Director, Public Affairs. At least two judges are selected annually in each of the eight categories and the winners are selected based solely on the judges' view of each entry's creativity and overall effectiveness, with emphasis on following the four-step planning process.

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The judges may award a first-place Balsem Award, second-place Award of Excellence and third-place Certificate of Merit for each of the 34 categories, OR the judges may opt to not present an award in any category.

More than one first-, second- and third-place award may be selected, as the judges deem appropriate.

All awards are NHQ generated certificates that will be mailed to each award winner's wing commander for presentation at an appropriate time. Winners will also be announced via a news release.

ESTIMATED FUNDING IMPACT:

Limited to the cost of generating and mailing certificates.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Senior Advisor Support and the PA Team Leader strongly support this item. The Balsem Award process has been refined for the past several years and should now be formally approved by CAP.

REGULATIONS AND FORMS AFFECTED:

CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*
CAPR 190-1, *Civil Air Patrol Public Affairs Program*

NEC ACTION:

COL CHAZELL/CS MOVED and BRIG GEN CARR/CV seconded the PROPOSED NEC ACTION.

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 39-3, Award of CAP Medals, Ribbons, and Certificates; and CAPR 190-1, Civil Air Patrol Public Affairs Program

AGENDA ITEM – 8

PA
Public Affairs

Action

SUBJECT: Triangle/Propeller Logo
CAP/CS – Col Chazell

Author: Col Guimond

INFORMATION BACKGROUND:

Command Patch



Official Seal



Emblem



Triangle/Propeller



The CAP triangle/propeller logo was originally crafted for use as a Summer National Board logo. Since then, the logo has been used by National Headquarters for use in marketing CAP for several years.

First, let's review the current symbols that CAP uses.

- The CAP command patch is primarily intended as a military-style uniform item and is closely associated with the military and emergency services. The command patch is fashioned after current military uniform patches and is hard to distinguish in a group of similarly styled military patches. Because so many military patches exist, the command patch isn't unique enough to be a readily identifiable logo to both CAP and non-CAP members.
- The CAP corporate seal is appropriate for official correspondence and documents. The intricacies of the seal design make it difficult to replicate in all sizes and media. Additionally, seals are used by many other organizations and the seal is not a unique design to CAP. Because of its common and intricate design, the corporate seal is not easily and quickly identified as a CAP symbol to CAP member and non-CAP members.
- The CAP emblem is a symbol inspired by the World War II era Civil Defense logo. Like the Civil Defense department, CAP has evolved over the years to embrace new missions in service to the country. The CAP emblem is a historical logo and a great reminder of Civil Air Patrol's proud beginnings, but its overall look is dated.

Civil Air Patrol is in need of a marketing logo that has a simple design that can be easily replicated in all media and is readily identified by the public. Both the US Army and US Air Force have, in recent years, created new simple logos to better catch the attention of the public and ensure "brand" recognition from both the community and their members. The triangle/propeller logo is a unique symbol to CAP and not similar in design to other symbols like the command patch, the corporate seal and the emblem.

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The triangle/propeller logo represents the brand and marketing message Civil Air Patrol seeks to communicate to the world. The design makes excellent use of color contrasts that highlight the CAP name and the logo works well in all sizes and media. It is simple and easily recognizable, both up close and from a distance.

The triangle on the triangle/propeller logo is a solemn nod to the CAP emblem and to the now-retired logo of the Civil Defense department, an organization which helped spur the start of Civil Air Patrol. The design's focal point, the red propeller, is unique to CAP and a hallmark of every tenet of our missions – aviation is the common thread that weaves together the quilt of Civil Air Patrol. The tri-prop, inside the triangle, has been part of CAP's identity for the last 69 years and is the constant theme throughout all of our symbols. Additionally, each of the three blades represents one mission of CAP: Aerospace Education, Cadet Programs and Emergency Services.

The triangle/propeller logo is often used in conjunction with the message "Citizens Serving Communities" to further solidify that the CAP of today is much more than search and rescue. CAP's founding members were driven by a need to protect and serve their country; today's CAP members are also driven to protect and serve their communities. The triangle/propeller logo is an extension of CAP's original identity and is updated to reflect the evolution of our missions. The goal is for the triangle/propeller logo to become CAP's most recognizable symbol and CAP members are encouraged to use it. However, use of the triangle/propeller logo is optional and not required.

PROPOSED NEC ACTION:

That the National Executive Committee approve the use of the triangle/propeller logo as an optional alternative to the CAP seal, patch and emblem in publications and promotional materials to include, but not limited to:

1. All official CAP publications (through squadron level).
2. All official CAP web pages nationwide (through squadron level).
3. Official invitations, greetings, and programs at national, regional, and wing levels.
4. Stationary of any CAP unit or authorized committee.
5. Signs identifying CAP units at all levels.
6. News release letterhead; Civil Air Patrol business cards, using the member's official CAP duty title; and other official printed material.
7. Marketing, promotional and recruiting materials, including brochures, magazines, newsletters, exhibits, vehicle wraps, signs, banners, billboards, print ads, posters, videos, coins, lapel pins, shirts etc. (through squadron level).
8. All official social media communiqués including, but not limited to Facebook, Twitter, MySpace, Flickr, blogs, etc. (through squadron level).
9. Printed or electronic unit and NHQ newsletters.

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ESTIMATED FUNDING IMPACT:

No additional funding is required because use of the triangle/propeller logo is optional. No funding is needed to recreate new products (stationary, business cards or other items).

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur. It is crucial that CAP have a branding symbol that is simple and easily recognizable. The triangle/propeller logo meets these requirements.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Senior Advisor – Operations: Concur. We have to do a much better job at branding and consistency. This is a step in the right direction. How many varieties of calling cards and letterheads do we see on a regular basis? Regardless of whatever logo is selected, it should be consistent.

Senior Advisor Support: The Support Staff recognizes that this is an issue which is highly sensitive, and consensus within the staff is certainly not complete. The Support Staff as a whole, however, recommends this AI for the purpose that it has been proposed—a branding and marketing symbol. A quick review of the military services shows that both the Air Force and Army have followed this course and have been very successful. Virtually all of us can identify their simple logos without any text support. The Navy and Coast Guard have not followed this path, and as a result they have many symbols which are not easily identified by the public or even other service personnel.

REGULATIONS AND FORMS AFFECTED:

CAPR 900-2, *Civil Air Patrol Seal, Emblem and Flag Etiquette*
CAPR 10-1, *Preparing Official Correspondence*

NEC ACTION:

COL CHAZELL/CS MOVED TO TABLE and COL JENSEN/SWR seconded to table until later in the meeting.

MOTION TO TABLE CARRIED

LATER IN THE MEETING, COL GUIMOND/PROXY FOR NAT CON MOVED and COL RUSHING/SER seconded the PROPOSED NEC ACTION.

After lengthy discussion on the pros and cons of approving the use of the triangle/propeller as a branding of Civil Air Patrol for marketing purposes, Maj Gen Courter summarized that CAP has a need to have a way to brand in a non-military type of setting for the educational programs, preferably by using a consistent image, but CAP has different constituencies, so

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it is different for CAP. So, a consideration is whether CAP can live with a military type and a friendly type of logo, i.e. the triangle/propeller type. She recommended that the NEC members think about the different needs and different constituencies requiring different branding, and made the following motion:

MAJ GEN COURTER/CC MOVED and COL VAZQUEZ/MER seconded that this item be sent to a committee appointed by the National Commander that will work between the National Headquarters, the volunteers, and the National Staff, along with the CAP-USAF input to consider this item given the criteria of making specific choices versus options. Committee to report back to the November 2011 meeting of the NEC.

THE MOTION TO SEND TO COMMITTEE CARRIED

FOLLOW-ON ACTION: The National Commander named the following members to serve on the committee: Col Hayden/NER; Col Guimond; Major Soloman; Ms. DeBardelaben; Mr. Salvador; Col Gloyd, USAF; Col Karton/GLR; a representative from NCAC. The following guidance was provided to the committee: (1) it needs to consider the different usages and to apply a more mandatory usage document and note there may be some alternatives. We may say "official seal" or "emblem" or we may say "triangle/propeller" or "command patch," but stated more clearly. When it comes to things like business cards, etc. we need to be clear that there may be two ways of doing it. Perhaps also we could say "based on the positions that people have or who they may be interacting with." (2) In addition to the issues of mandatory use and what categories are appropriate, the committee needs to try to come up with the fewest possible variations, and what iteration of the red 3-bladed propeller will be used to represent CAP, which can be made exciting. But the red 3-bladed propeller is the common theme in all the things being considered, which should be the center piece of the discussion in the committee and how do we use it to represent CAP. Committee to report back to the November 2011 meeting of the NEC.

AGENDA ITEM – 9

ED
Chaplaincy

Action

SUBJECT: Approval of Chaplain and CDI Appointments

Author: Col Chazell

CAP/CS – Col Chazell

INFORMATION BACKGROUND:

CAPR 265-1 (15 Oct 2009), *The Civil Air Patrol Chaplain Corps*, paragraphs 6 and 7 specify the approval process for the appointment of CAP Chaplains and Character Development Officers (CDI). Initial application for appointment as a Chaplain or CDI is approved by the “unit commander where the chaplain will be assigned.” In the case of CDIs, the Wing Chaplain conducts an interview. In both cases, neither the Wing Commander nor Region Commander approves initial appointments of Chaplains or CDIs. Wing and Region commanders should not be required to accept professional appointments of which they had no approval opportunity. This is contrary to every other professional appointment approval process in CAP.

Health Services Officers are appointed by commanders IAW CAPR 160-1 (6 May 2002), paragraph 4 and CAPR 35-5 (16 Mar 2010), paragraph 5-3(c). Aerospace Education Officers are appointed by commanders IAW CAPR 280-2 (22 Feb 2011), paragraph 3 and CAPR 35-5 (16 Mar 2010), paragraph 5-3(d). Legal Officers are appointed by commanders IAW CAPR 111-1 (1 Jun 2009), paragraph 2(a) and CAPR 35-5 (16 Mar 2010), paragraph 5-3(e). Finance Officers are appointed by commanders IAW CAPR 173-1 (8 Dec 2009), paragraphs 7, 8, & 36, and CAPR 35-5 (16 Mar 2010), paragraph 5-3(f). CAP Chaplain and CDI appointments should be approved by commanders in the same manner as other professional appointments are approved.

PROPOSED NEC ACTION:

That the National Executive Committee amend CAPR 265-1, with immediate effect, to state that Chaplain and CDI appointments cannot be made without approval by Wing and Region Commanders upon recommendation by their Wing and Region Chaplains; and that final approval cannot be made without approval by the National Commander upon recommendation of the National Chaplain.

ESTIMATED FUNDING IMPACT:

Unknown at this time

CAP NATIONAL HEADQUARTERS’ COMMENTS:

A committee to study the Chaplain appointment process was created at the September 2010 National Board meeting. We believe it would be premature to consider this item until the results of the Committee’s review are available. An interim report from the committee is due to this meeting of the NEC.

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CAP-USAF HEADQUARTERS' COMMENTS:

Concur, though waiting to incorporate input from the ad hoc committee would be prudent.

ADVISOR / NATIONAL STAFF COMMENTS:

NLO – Concurs.

Chaplain Corps: Non-Concur. For many years the chaplain appointment process was rife with delays that often extended the time needed by months and even years. The most often cited reason for inordinate delay was that the application package was sent to Wing and there languished. Since chaplains, in accordance with the Statement of Work, are appointed through the Chaplain Corps which exists parallel to the command structure, there is a great deal of ambiguity about what to do with a chaplain application package at the wing. It was common for chaplain applications to require multiple submissions when previous efforts were lost or misplaced at Wing. The Chaplain Corps has addressed these delays with the result that, currently, chaplain application packages are typically being resolved in about 40 to 45 days from the time the Wing Chaplain completes the submission. Rather than physically sending the package to Wing, the Wing Chaplain contacts the Wing Commander to determine whether the commander has any objections to the applicant. This procedure provides the commander with the opportunity to reject an applicant without subjecting the application to extended delays. In any event, it is highly doubtful that a wing or region commander would be acquainted with a new chaplain applicant. This proposal would return us to excessive and unnecessary delays and even increase them by adding a heretofore undesired submission to a region headquarters.

Though there are several commonalities, chaplain appointments cannot be viewed precisely as other professional appointments such as lawyers. Attorneys, doctors, and mental health practitioners are regulated by state licensing agencies that provide a level of assurance that these individuals have met acceptable standards of competency. The Constitution of the United States does not permit a government agency to provide oversight of religious ministry. Anyone can make a unilateral decision to become a church or religious agency without any measure of effectiveness or competency. In the appointment of chaplains, it is vital that those who have an intimate and experienced knowledge of ministry qualifications, education and oversight examine applicants to ascertain their suitability for ministry in CAP's pluralistic environment. This proposal in effect burdens commanders with the responsibility of making these judgments in an area in which they are likely to lack practical understanding, acting only on the recommendation of their chaplain, and without the opportunity to examine some of the necessary documents. It is not uncommon that chaplains with little or no knowledge or experience in these matters are appointed to the position of Wing Chaplain when more experienced chaplains are not available.

REGULATIONS AND FORMS AFFECTED:

CAPR 265-1, *The Civil Air Patrol Chaplain Corps*

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NEC ACTION:

COL CHAZELL/CS MOVED and COL GUIMOND/PROXY FOR NAT CON seconded the PROPOSED NEC ACTION.

COL HERRIN/NLO MOVED TO AMEND and COL MYRICK/PCR seconded the amendment to (1) DELETE the final clause in the motion, as reads: “and that final approval cannot be made without approval by the National Commander upon recommendation of the National Chaplain,” and (2) ADD the following: “Chaplain and CDI appointments cannot be made for wing and subordinate units without approval by the wing commander and that chaplain appointments should be made at the region level only with approval of the region commander.”

COL CHAZELL/CS MOVED TO POSTPONE and COL HERRIN/NLO seconded the amendment to move this item until Saturday.

THE MOTION TO POSTPONE CARRIED

LATER IN THE MEETING, COL HERRIN/NLO MOVED TO SUBSTITUTE and COL CHAZELL/CS seconded that the NEC approve that CAPR 265-1 be amended, with immediate effect, to require the wing chaplains obtain the affirmative approval of any initial applicant for appointment as a CAP chaplain from the applicant’s wing commander prior to further consideration of the applicant’s appointment.

COL HERRIN/NLO MOVED THAT THE NEC ACCEPT THE SUBSTITUTE MOTION and COL RUSHING/SER seconded the acceptance the substitute motion.

THE MOTION TO ACCEPT THE SUBSTITUTE MOTION CARRIED

COL CHAZELL/CS MOVED TO AMEND and BRIG GEN CARR/CV seconded the amendment to include the words “or CDI” between the words “chaplain” and “from” on line four of the motion.

THE MOTION TO AMEND CARRIED

THE SUBSTITUTE MOTION, AS AMENDED, READS: “that the NEC approve that CAPR 265-1 be amended, with immediate effect, to require the wing chaplains obtain the affirmative approval of any initial applicant for appointment as a CAP chaplain or CDI from the applicant’s wing commander prior to further consideration of the applicant’s appointment.”

THE AMENDED SUBSTITUTE MOTION CARRIED

FOLLOW-ON ACTION: Implementation of policy, notification to the field, change to CAPR 265-1, The Civil Air Patrol Chaplain Corps, and change to CAP Form 35.

AGENDA ITEM – 10

LG
Wing Building

Action

SUBJECT: Building for the Texas Wing Operations, Training and HQ
Author: Col Smith **SWR/CC – Col Jensen**

INFORMATION BACKGROUND:

Texas Wing was originally approved by the Feb-Mar 2003 National Board to proceed to enter into a contract with an engineering firm to build a headquarters building in Waco, Texas. However, Texas Wing decided to terminate all agreements and find a new location in the best interest of CAP.

In August 2010, The San Antonio City Council approved a no-cost 25-year lease, with an option to renew for another 25 - years for Civil Air Patrol to build a new headquarters at Stinson Municipal Airport, on 92,550 square feet of airfield property adjacent to an existing taxi lane. As of January 2, 2011 the lease is being finalized between the city and NHQ CAP.

Texas Wing's initial building design concept includes 28,500 square feet building and hanger space. The building was designed to be used as a multi-purpose facility. It will include offices for the Texas Wing, Group V and two local squadrons. The facility will also include an operations center, classrooms and space for aircraft and vehicles. A complete information package addressing the requirements of paragraph 5-2.c. will be submitted under separate cover.

PROPOSED NEC ACTION:

That the National Executive Committee approve the proposed building project as per the requirements of CAPR 70-1, Section D, paragraph 5-2.c, which requires NEC approval of projects estimated to exceed \$25,000 in cost.

ESTIMATED FUNDING IMPACT:

No funding impact to the CAP Corporation. All funds for this project have been or will be donated to the Civil Air Patrol, Texas Wing from outside individuals or organizations.

CAP NATIONAL HEADQUARTERS' COMMENTS:

CAPR 70-1 requires that the wing commander must show the availability of funds and the wing cannot award contracts for more than the actual amount of funds available at the time of the award. This could present a problem if the wing does not currently have all the funds that will be required for the project.

CAP-USAF HEADQUARTERS' COMMENTS:

No comment.

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ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NEC ACTION:

COL JENSEN/SWR MOVED TO POSTPONE until further information is available.

LATER IN THE MEETING, COL JENSEN/SWR briefed the background information and stated that the TX Wing has raised enough money for this project without going into debt. At this time, TX Wing needs to spend approximately \$250,000 of the \$800,000 that has been raised for some initial work.

COL JENSEN/SWR MOVED and COL MYRICK/PCR seconded the PROPOSED NEC ACTION, EXCEPT that the amount is changed from \$25,000 to \$250,000.

BRIG GEN CARR/CV MOVED TO POSTPONE and COL JENSEN/SWR seconded the postponement until additional information is provided upon which to make a good decision.

There was discussion on the legal aspects of this project specifically regarding the contractual obligations.

THE MOTION TO POSTPONE CARRIED

FOLLOW-ON ACTION: Guidance was provided that legal and finance at the appropriate NHQ and volunteer sides need to look at things such as lease terms, contract terms, the financial implications, etc. of what TX Wing has to offer, working with Col Jensen, to obtain that information.

AGENDA ITEM - 11

Action

SUBJECT: Old Business

A. May 2010 National Executive Committee Meeting:

Agenda Item 9

Active Personnel Files

NER/CC – Col Hayden

INFORMATION BACKGROUND:

IAW CAPR 39-2 Section B Active Records 1.7 The member's unit of assignment will maintain these records. The unit personnel officer normally maintains personnel records.

This gives any unit commander access to their personal files whereby items such as a letter of admonishment or reprimand could easily be removed. By these records being moved to and maintained by the next highest echelon such interference would not be possible and the integrity of these records would be assured.

PROPOSED NEC ACTION:

That the National Executive Committee approves that all CAP members' personnel files would be held by their immediate unit except the unit commanders themselves where their personnel file would be held by the next level unit commander that they report to. Unit Commanders: Squadron to Group, Group to Wing, Wing to Region, and Region to National.

Effective date of _____.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

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ADVISOR / NATIONAL STAFF COMMENTS:

Sr Advisor Support – We have no objection to this agenda item, however, we suggest that Wing and Region Commanders maintain their own personal records in the same manner that National Staff Officers do. There will be a substantial cost involved for the NHQ to maintain all records, and the present system for senior staff and national officers has worked well for many years.

REGULATIONS AND FORMS AFFECTED:

CAPR 39-2, *Civil Air Patrol Membership*

NEC ACTION:

COL HAYDEN/NER MOVED and COL KUDDDES/NCR seconded that the National Executive Committee refer this item to committee with a report to the November 2010 NEC Meeting.

During discussion there were concerns especially about procedures for handling personnel files containing reprimands and how long they should be kept.

THE MOTION CARRIED

FOLLOW-ON ACTION: The National Commander will work with Ms. Parker/DP and committee chairs to determine if the scope of the Adverse Action Committee should be enlarged to manage this item or if better served elsewhere send to another committee. Proposed options will be coordinated with region commanders prior to committee assignment.

Include in the November 2010 NEC Agenda.

October 2010 - Action

Committee Report – 23 Oct 10

The Adverse Action Committee did discuss this issue at our last conference call. The committee is not in favor of the agenda item as proposed. They feel that a better approach to handling issues of letters of admonishment or reprimand, items which might be removed if a person had access to their own personnel files, would be for each commander to maintain a continuity book to be passed on to his or her successor with notes regarding admonishment or reprimand. Continuity book items do not have to be reviewed with the individual to the extent items entered into a personnel file have to be reviewed.

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Furthermore, if items are entered into personnel files, they should contain a date at which the item will be removed, based on the severity of the issue, if the action served to modify the individual's behavior as it was intended.

COL KUDDER/NCR MOVED and BRIG GEN CARR/CV seconded that the National Executive Committee request the Adverse Action Committee to continue working this issue to include a recommendation as to how commanders access the database when evaluating people for promotion or placement in particular offices and report back to the May 2011 NEC Meeting.

THE MOTION CARRIED

FOLLOW-ON ACTION: Continued work by the Adverse Action Committee and report back to the May 2011 NEC. Include in the May 2011 NEC agenda.

April 2011 Action:

Interim Report by Col Rushing – Chair of the Adverse Action Committee

COL RUSHING/Chair of Adverse Action Committee reported that the committee took up this issue for consideration. The committee recommendation was that a better approach to this would be for the commanders to keep a continuity book with this information in it rather than having it in personnel files where there would be a much greater chance of it being taken out by an unauthorized person.

COL HAYDEN/NER asked about the status of the Oct 2010 discussion of having a system on line where personnel files would be kept as a paperless document.

MS. PARKER/DP stated that the new membership system does have a capability of allowing NHQ to upload documents that can remain attached to a member's record. At this point it is not known if it would just be internal access or whether access could be given to commanders at certain levels in the field. Certainly the documents can be scanned and attached to a record. For example, if you were considering someone for a wing commander, you could call up and find out if there is adverse action information.

There was discussion that Forms 40 and 360 reviews might be included in the on-line record.

Col Rushing was asked to again take this issue back to the Adverse Action Committee.

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FOLLOW-ON ACTION: Reconsideration by the Adverse Action Committee with final report to the summer 2011 National Board. Include in Aug 2011 National Board agenda.

B. September 2010 National Board Meeting: Agenda Item 22

CAP Chaplain Qualifications

UT Wg/CC – Col Wellman

INFORMATION BACKGROUND:

Is the goal of the CAP chaplain program to provide chaplains to the USAF or to provide chaplains to members of the CAP?

Current qualifications for a CAP chaplain are at such a professional level that seems to be counterproductive or beneficial to CAP members. Rather than holding CAP chaplains to a USAF standard and issuing an exemption to the lesser qualified, let's re-define the CAP chaplaincy to allow qualified and endorsed members of the ministry to benefit CAP and then ENCOURAGE additional qualifications needed if a CAP chaplain DESIRES to be of USAF service. Not every CAP chaplain desires or has the time to be a fully qualified, but volunteer, military chaplain.

A CAP chaplain is a needed function to help guide members, especially our youth, in value development. However, that same chaplain may not legally (in many states) handle confessions, conduct marriages or do "normal" functions associated with someone who is a military chaplain -- is this level of expectation required for CAP? If our goal is to provide value guidance, let's not place roadblocks and make it so difficult to qualify a chaplain, local clergy simply say "no."

Many religions allow endorsement in the ministry without requiring extensive theological education. This is the case, for example, with Catholic and Baptist deacons. These potential CAP chaplains will have both religious and value foundation to benefit CAP members. These persons are currently accepted by their local community churches to conduct services and are endorsed by their denominations, yet must meet significant additional requirements to serve as a CAP chaplain. Many of these people are not in the religious vocation and simply do not have the time or funding or desire to obtain advance education in theology.

Are these advanced and somewhat stringent chaplaincy requirements beneficial to CAP members?

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve a complete re-design of the requirements needed to become a CAP chaplain with an eye to benefiting CAP members and allowing more local clergy to serve. Our current policy is overly restrictive resulting in a lengthy and cumbersome process that discourages an element of our community that would be of great benefit to CAP.

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ESTIMATED FUNDING IMPACT:

Cost to be determined depending on what is developed in the re-design of requirements.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur with the Chief of Chaplain Corps comments.

CAP-USAF HEADQUARTERS' COMMENTS:

Non-concur. Chief of Chaplain Corps comments provide thorough background into the rationale for current policy.

ADVISOR / NATIONAL STAFF COMMENTS:

NLO - I believe this is contrary to the current agreement between the CAP chaplain corps and the USAF Chaplain corps. However, we already have a category for "mission chaplain" that we could adapt to those chaplains meeting USAF requirements, and only mission chaplains (as redefined) would be able to participate in AFAMs (including assistance to active and reserve forces). That should make the chaplaincy available to more faiths and not restrict our ability to provide assistance to the military services.

Chief of Chaplain Corps: The Chaplain Corps Advisory Council considered this proposed action and unanimously expressed their opposition for the following reasons:

1. The qualifications for appointment as a CAP chaplain have been long established from our inception and have become the model for other vocational chaplaincies. This is one of the uniquely distinctive ways that Civil Air Patrol is known to be an exceptional organization.
2. We already have a waiver provision in circumstances in which prospective chaplains have documented significant and credible pastoral experience. These chaplains are restricted only from direct support to the military, which is a very small percentage of our overall chaplain ministry. Our primary mission continues to focus on cadet programs, aerospace education and emergency services.
3. Lowering the current criteria could place some chaplains in legal jeopardy, particularly in situations of confidentiality and counseling.
4. Utilization of chaplains who do not meet meaningful criteria places the CAP Corporation in legal jeopardy if, for example, it is alleged that counseling is performed by those who do not possess adequate ministerial credentials.
5. Lowering our current standards would result in a corresponding reduction in the quality of our Chaplain Corps. We feel that our cadets and senior members are entitled to professionally competent chaplain services.

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6. In our culture, it is possible for someone to purchase an ordination certificate online that would allow them to perform marriages and etc. for about \$35 dollars; and purchase a bogus graduate degree for as little as \$195, from unprincipled organizations that have chartered themselves as a church or school. Lowering the accredited educational requirements for chaplaincy would invite even more chaplain applicants who lack either the education or experience to bring competent ministry to CAP members.

7. We must have a concrete objective criterion for evaluation of chaplain candidates. The lower the bar, the more subjective it becomes.

8. It is doubtful that a reconsideration of the qualifications for CAP chaplaincy would in fact result in the recruitment of more chaplains. Competent ministers are often wary of ministries that are known to have inadequate qualifications. In CAP, character development instructors who meet only very limited and basic criteria were instituted to facilitate moral leadership discussions, yet we have significantly more chaplains than CDIs.

9. There are many aspects of ministry that are unique to chaplaincy and some ministers are not suited for it. An important feature of chaplaincy is the ability to work together on a team in a pluralistic setting. Not every clergy person is equipped for this kind of ministry. Our long established chaplain criteria are essential to the effectiveness of our chaplaincy.

10. The current criteria for appointment of a CAP chaplain have earned the respect of the Air Force, resulting in specific inclusion of CAP chaplain support in the AFIs. The Chaplain Corps is the only portion of CAP to enjoy this degree of collegial relationship with the Air Force. Our Memorandum of Agreement with the Air Force Chaplain Corps requires us to conform to the standards of DODI 1304.28, which prescribes the educational criteria for chaplaincy.

Lowering the standards for chaplains in order to increase their number is somewhat akin to meeting a need for more physicians by declaring that EMTs will be doctors. Competent ministers are the result of years of study, training and proven commitment. We might rather see the need to be even more careful in our selection of chaplains than ever before. It is our conviction that the currently established standards for the appointment of CAP chaplains should not be degraded in any way.

REGULATIONS AND FORMS AFFECTED:

CAPR 265-1, *The Civil Air Patrol Chaplain Corps*.

NATIONAL BOARD ACTION

COL WELLMAN/UT withdrew this item and asked that the National Commander appoint a committee or task force to review the process involved in the chaplain appointment process and that this committee be comprised of both chaplains and board members, with a report back to the National Board.

MAJ GEN COURTER stated that some changes are already in progress for the chaplain appointment process, and noted that at National Headquarters the Chaplain Corps has been moved into the Professional Development area.

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FOLLOW-ON ACTION: Naming of committee or task force by the National Commander. Inclusion in the winter 2011 National Board agenda.

ACTION

March 2011 National Board Meeting

Report from Col Chris Hayden – Ad Hoc Committee Chair

April 2011 Action:

Interim Report due from Col Chris Hayden – Ad Hoc Committee Chair

COL HAYDEN/Chair of Ad Hoc Committee stated that a written report was submitted. He called attention to the wording in the motion, which states “appointment process,” which is what the committee is dealing with—not “qualifications.” He stated that there was a lot of misinformation in the wings about the procedure for handling these applications. The process was clarified in 2002, but has since been improved by Chaplain Woodard. The committee feels there has been insufficient time for the revised process to work properly. The committee recommends that e-services be utilized for the chaplains similar to the safety reporting program, where the information is automatically moved along.

MR. DEAN/NHQ/DO cautioned against using social security numbers on the uploaded documents.

CH, COL WOODWARD cautioned about uploading sensitive information on the chaplain applicants. He added that much of the delay in processing applications is due to the lack of gathering the required information from the applicants.

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MAJ GEN COURTER asked Col Hayden to work with Ch, Col Woodard and provide a summary report—a chart—to outline how many days it takes on average in the last X months so that the report accurately reflects the current status, including the path of a waiver. This report will be used at the next meeting for ease of understanding the process.

FOLLOW-ON ACTION: Include in the August 2011 National Board agenda.

C. September 2010 National Board Meeting: Agenda Item 26C

Clarification of Training Regulation for the Wing At-Large Units

AL WG/CC – Col Robinson

COL ROBINSON/AL MOVED and COL MOERSCH/FL seconded that the National Board approve a change in policy to allow members assigned to at-large (XX000) units to be exempt from all minimum training requirements. Further that those members assigned to that unit will not be allowed to participate in any activities, including unit meetings, until required training has been completed and the member transferred back the local unit. (This would not include social events such as Christmas parties, etc.).

Following discussion on the possible impact of the proposed motion, the following amendment was made:

COL ROBINSON/AL MOVED TO AMEND and COL PARRIS/CA seconded the amendment to approve the creation of a 998 unit which, according to regulation and policy, is for only inactive members that are non-participating and are not required to complete training requirements.

COL WINTERS/OH MOVED and COL JENSEN/SWR seconded to refer to committee.

THE MOTION TO REFER TO COMMITTEE CARRIED

FOLLOW-ON ACTION: Referral to committee, to include membership and IG.

ACTION

March 2011 National Board Meeting

Item was combined with agenda items 10 and 11 from the March 2011 NB meeting. A committee was formed that included one wing commander from each region plus NHQ staff and a member of the support advisory team.

Interim report due to the Spring 2011 NEC and a final report due to the Summer NB meeting.

April 2011 Action:

Interim Report from Col John Knowles, Ad-Hoc Committee Chair, presented by Col Skip Guimond.

COL GUIMOND presented a slide briefing—interim report—on behalf of Col John Knowles, Ad Hoc Committee Chair. He added there will be a final report at the summer 2011 National Board meeting.

FOLLOW-ON ACTION: Include in the Aug 2011 National Board agenda.

AGENDA ITEM - 12

Action

SUBJECT: New Business

A. VOLUNTEER Magazine Rate for Retired CAP Members

COL HERRIN/NLO MOVED and BRIG GEN CARR/CV seconded that the NEC approve that retired Civil Air Patrol Members be offered the ability to receive the VOLUNTEER Magazine at a 50 percent rate of the subscription price, which is now \$12.50.

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to appropriate CAP Regulations.

B. Uniform Wear for Memorial Day and December.

CH, COL WOODARD MOVED and COL FAGAN/NCR seconded that the NEC approve a policy that region commanders be instructed to publish to their subordinate commanders to encourage their members to attend a church of their choice in Service Dress or CAP Corporate Uniform on the Saturday or Sunday prior to Memorial Day and on the first Saturday or Sunday of December.

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPM 39-1, Civil Air Patrol Manuel.

C. Cadet Phase I Training

COL FAGAN/NCR MOVED and COL CHAZELL/CS seconded that the NEC approve the use of Phase I as Cadet Training equivalent to Senior Member Level I.

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to appropriate CAP Regulations. There was additional guidance that the rest of the proposal would be spread out as required, which would allow the staff to implement with regard to safety, EOT requirements, and social media. Gen Courter reiterated: "Let the right people on staff use Phase I as the cadet training parallel for Senior Member Level I and make appropriate changes, which would then include changes to regulations, which would then come back for a 30-day review and we go from there."

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D. Request for Funds from Vanguard Account

This New Business was handled under Agenda Item 1, Advisor / Committee Report, 2. Finance Committee Report, d. (2) Vanguard Training Center Funds (Winch for PCR Glider Program).

THE NATIONAL EXECUTIVE COMMITTEE MEETING CONCLUDED ON SATURDAY AFTERNOON, 30 APRIL 2011

THERE WAS AN EXECUTIVE SESSION OF THE NEC ON SAURDAY AFTERNOON, 30 APRIL 2011.